

# APPROVED

June 17, 2003

## Michigan State Administrative Board

Lansing, Michigan

June 3, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, June 3, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor  
Patrick Isom, Assistant Attorney, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Wes VanMalsen, Department of Career Development; Dennis Fox, Executive Office; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Department of Transportation; Lynden Lyman, Affiliated Computer Services; Jeff McAlvey, McAlvey & Associates; Chris Andrews, Lansing State Journal

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the meeting of May 20, 2003 be approved as distributed. Mr. Pavona supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

**Certified Retention and Disposal Schedule (s)**

City of Center Line

Public Safety Department, 4/30/2003

Public Safety Department, 5/5/2003

City of Kentwood-Police Department, 4/23/2003

**Retention and Disposal Schedule (s):**

Department of Consumer and Industry Services

Administration Office Division, 4/3/2003

Construction Safety Division, 1/31/2003

General Industry Safety Division, 1/31/02003

Internal Audit Division, 1/30/2003

MIOSHA Appeals Division, 1/31/2003

Department of History, Arts, and Libraries, Library of Michigan,

Library Development & Data Services, 4/3/2003

Department of State Police, Automobile Theft Prevention Authority

Division 03/29/2003

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Mr. Hank and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held May 27, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of May 27, 2003 be approved and adopted with the additional withdrawal of Item 11(1) of the regular agenda at the State Administrative Board meeting of June 3, 2003. The motion was supported by Ms. Wolenberg and unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Report covering the regular meeting held May 28, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of May 28, 2003 be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of May 28, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held May 28, 2003 be approved and adopted. Supported by Ms. Rossi, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved that the meeting be adjourned. Supported by Ms. Rossi, the motion was unanimously adopted. Mr. Keenan adjourned the meeting.

---

SECRETARY

---

CHAIRPERSON